

# **ASSISTANT CHIEF OF EDUCATION, CORRECTIONAL PROGRAM**

## **JOB ANALYSIS BACKGROUND INFORMATION**

**Date of Study:** October 22 - 26, 2007

**Collective Bargaining Identification:** M03

**Job Analysis Conducted By:** Tish Caldwell, Staff Services Analyst  
Department of Corrections and Rehabilitation  
Office of Selection Services

**Number of Incumbents:** There are 3 incumbents in this classification per the State Controller's Office Filled/Vacant Position Report dated August 1, 2007.

### **Names of the Subject Matter Expert(s) and their background:**

#### **Yvette Page, Associate Warden (Retired), Headquarters**

Ms. Page currently works as an Associate Warden, Retired Annuitant with the California Department of Corrections and Rehabilitation. She supervised the Assistant Chief of Education classification for 4 years. Ms Page worked a total of 15 years for the California Department of Corrections and Rehabilitation.

#### **Dorrine Davis, CEA III (Retired), Division of Juvenile Justice (formerly California Youth Authority)**

Ms. Davis currently works as a C.E.A. III, Retired Annuitant with the Division of Juvenile Justice. She supervised the Superintendent of Education for 10 years. Ms. Davis worked a total of 35 years with the Division of Juvenile Justice.

#### **Rob Churchill, Assistant Superintendent of Education, Headquarters**

Mr. Churchill currently works as an Assistant Chief of Education, Correctional Program. He has been in this position for 4 years. Mr. Churchill has worked a total of 29 years with the California Department of Corrections and Rehabilitation.

- SMEs reviewed the existing job analysis for Assistant Chief of Education, Correctional Program dated July 15 – 17, 2002, to provide any necessary updates/changes. Minor changes were made.
- Copies of the revised Tasks and KSAs have replaced the old Tasks and KSAs, however, the original language has been maintained on disk in this binder.

## **ASSISTANT CHIEF OF EDUCATION, CORRECTIONAL PROGRAM INFORMATION GATHERING**

The initial list of tasks and knowledges, skills & abilities statements were identified after conducting a literature review which consisted of:

- Exam history file
- State Personnel Board Job Specification
- Consulting with various Subject Matter Experts